

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Data Processing Manager I	D20/Information Technology Management Support Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Data Processing Manager I	900-170-1381-001	October 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Chief, IT Management Support Office, a Data Processing Manager II (DPM II), the Data Processing Manager I (DPM I) is responsible for managing the Information Technology (IT) support budget consisting of approximately \$101 million in personal services and operating expense dollars and approximately 590 positions.

The DPM I is responsible for managing the areas of: 1) Office of Technology Services projects; 2) IT estimating feasibility studies tool; 3) IT resource acquisition planning; 4) IT funds certification; 5) reconciliation and reporting for IT projects and activities including IT Contract management; 6) Interagency Agreements; and 7) Zero Based Budgeting.

As a key leader in IT, the incumbent ensures staff is highly qualified to perform their duties and meet customer expectations. The DPM I is a highly visible position and will have regular contact with IT executive and senior level management. This position is expected to continually enhance our customer's experience by implementing, utilizing, and monitoring proven customer service practices. The incumbent develops policies and establishes and monitors performance levels in order to ensure continued delivery of quality projects and improved customer service.

TYPICAL DUTIES:

Percentage

Essential (E)/Marginal (M)

40%	E	Manages a staff of IT and non-IT professionals performing activities related to: IT Operating expenditures and personal services budget; Certification of funds for the preparation of processing IT procurements; IT project and activity expenditure reporting including IT staff charges to ensure compliance with budgetary and staffing allocations. Manages the development of procurement documents including Requests for Proposals (RFPs), contract amendments and invoice reconciliations. Leads the development of the IT annual acquisition plan. Interacts with IT District Managers and Division Chiefs to identify technology needs for inclusion into the IT acquisition plan while adhering to Zero Based Budgeting (ZBB) practices. Oversees staff as Cal-Card holders; responsible for overall signature authority and the Cal-Card reconciliation process.
20%	E	Supervises and directs the work of IT professionals. Prepares Staff Expectation Memos, establishes and communicates job performance standards, individual development plans (IDPs) and conducts staff training needs assessments. Actively participates in selection interviews and hiring decisions, provides orientation and guidance as needed to develop staff.
15%	E	Manages and directs IT staff responsible for coordinating the preparation of Interagency Agreements for IT services performed for other State entities; including the negotiation of fees and the establishment and monitoring of the reimbursement of Transportation funds.
15%	M	Attends meetings held locally or remotely as necessary to maintain good services and support functionality.
10%	E	Manages staff responsible for managing and reconciling the Department of General Services (DGS) and the Office of Technology Services (OTech) direct billings and acts as Caltrans service request liaison.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent will supervise a small sized group of IT and non-IT professionals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess a high level of analytical skills and have a good working knowledge of the IT procurement, contracts, financial and budgetary processes. Exhibits excellent communication skills both verbally and in writing in a clear and concise manner that is easily understood by the intended audience, including the ability to develop and document new processes. The incumbent must have the ability to communicate effectively with other technical personnel and program staff. The incumbent must be able to make rational and feasible decisions and effectively evaluate the results and consequences of such decisions and activities as they relate to the Department's overall budget including the procurement of IT goods and services. Must be able to work independently and as a member of the IT management team. Must be able to define management issues and fiscal problems and identify key issues and implications of unresolved problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the management of budgetary responsibilities as they pertain to IT. The incumbent's management strategy will effectively and successfully implement IT standards and their associated processes and procedures. Poor judgment and/or decisions will have a negative impact on the division's ability to manage its IT annual budget and stay within spending parameters. This may result in overspending thereby not complying with the Division's standards. Poor judgment may also lead to ineffective or illegal procurement and budgetary practices. Should this occur, the division may lose its ability to exercise its delegated authority. This may lead to a further loss of authority and affect the timeliness of future IT allocations.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be called upon to interface closely with all levels of staff and management including IT staff from the Districts, Programs, other Divisions and vendor communities. The incumbent must establish and maintain good partnerships with IT Managers and staff, district Resource Managers and staff, Program Managers and staff, and IT's internal and external customers. The incumbent may also be required to contact other government and/or control agencies (e.g., Office of Technology, Department of General Services, Department of Finance, etc.) and vendors or outside consultants who may be providing IT services to the division.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone.

Mental requirements include: openness to change and incorporating new information; ability to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice.

Emotional requirements include: ability to value cultural diversity and other individual differences in the workforce; ability to adjust rapidly to new situations warranting attention and resolution; ability to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; ability to be tactful and treat others with respect.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting using a personal computer. Incumbent may be required to travel for training and for in-person contact with the public and internal contacts referenced above.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE